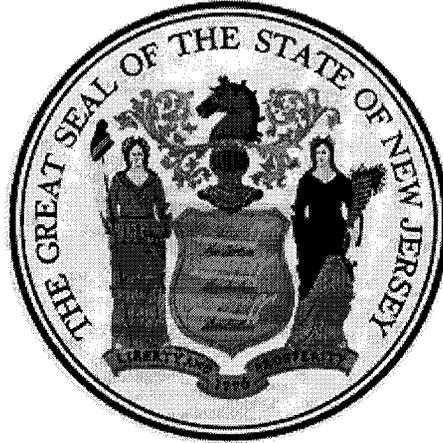


# State of New Jersey



## Utilities & Authorities Records Retention Schedule

**M910000-999**

UTILITIES AND AUTHORITIES

RECORDS RETENTION SCHEDULE

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UTILITIES AND AUTHORITIES

RECORDS RETENTION SCHEDULE

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UTILITIES AND AUTHORITIES

RECORDS RETENTION SCHEDULE

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# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000  
 SCHEDULE NUMBER: 999  
 PAGE NUMBER: 1 OF 39

DEPARTMENT: Utilities and Authorities

DIVISION: AGENCY REPRESENTATIVE: Harry Mansmann  
 TITLE: Supervising Administrative Analyst

BUREAU: (AREA CODE) TELEPHONE NUMBER: (609) 292-0506

**SCHEDULE APPROVAL:** Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE: *[Signature]* DATE: 12/15/98  
 SECRETARY, STATE RECORDS COMMITTEE SIGNATURE: *[Signature]*

RECORD NO. \_\_\_\_\_ RECORD TITLE AND DESCRIPTION \_\_\_\_\_ AGENCY \_\_\_\_\_ RETAIN IN \_\_\_\_\_ RECORDS CENTER \_\_\_\_\_ DISPOSITION \_\_\_\_\_

RECORD NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	WATER Monitoring Contract and Specifications File - Construction		Permanent		Permanent
0002-0000	Chart File - Daily Pumping and Chlorine Rate		6 YRS		Destroy
0003-0000	Emergency Operating Procedures Report		Permanent		Permanent
0004-0000	Water Reports File Reports reflecting all aspects of water treatment, usage, and analysis: flow, pressure, treatment, quality, filtration, chlorination, and consumption.		30 YRS		Destroy
0005-0000	Water Level Register - Water Tank and Reservoir		30 YRS		Destroy
0006-0000	Pumpage Log - Flow, Level, Pumpage, and Pressure		30 YRS		Destroy
0007-0000	Reservoir Status Report File (Copy) Reservoir status reports reflecting water, environmental, and structural conditions. Original maintained by the Department of Environmental Protection.		Permanent		Permanent

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER  
M910000

SCHEDULE NUMBER  
999

PAGE NUMBER  
2 OF 39

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY RECORDS CENTER

DISPOSITION

0008-0000

Raw Data File (Bench Books)  
A data collection file of laboratory test sample results which serve as the source for self-monitoring reports. NJAC 7:18-4.8.

5 yrs

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M91 0000      SCHEDULE NUMBER: 999      PAGE NUMBER: 3 OF 39

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0050-0000	<p><u>WATER Facility</u></p> <p>Water Meter Report File                      Reports reflecting meter installation, registration, inspection, replacement, and loss.</p>	Permanent			Permanent
0051-0000	Field Book	10 yrs			Destroy
0052-0000	<p>Construction File                      Includes: Plans, specifications, maps, and blueprints.</p>	Permanent			Permanent
0053-0000	Work Orders - Water Plant	6 yrs			Destroy
0054-0000	Operator(s) Shift Conditions Report	6 yrs			Destroy
0055-0000	<p>Water Hydrant History File                      Contains documentation regarding water hydrant locations, inspections, repairs, replacements, and supporting documentation.</p>	30 yrs			Destroy
0056-0000	Water Service Shut-Off at Water Main Report	6 yrs			Destroy
0057-0000	<p>Water Service History File                      History file documenting the water service from plant inception to present.</p>	Permanent			Permanent
0058-0000	Pavement Replacement File	10 yrs			Destroy
0059-0000	<p>Daily Statistics - Water Filtration                      Includes amounts filtered daily for surface, raw, and excess water.</p>	6 yrs			Destroy
0060-0000	Daily Statistics - Water Pumpage	6 yrs			Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000 SCHEDULE NUMBER 999 PAGE NUMBER 4 OF 39

RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0061-0000 Instrument Service/Calibration Report 6 YRS Destroy

0062-0000 Instrument Shut-off Report 6 YRS Destroy

0063-0000 Off-Site Conditions List File (Copy)  
 List of above and underground sites that may effect the value of surrounding residential property. Copies also kept by the municipal clerk, and the Departments of Environmental Protection and Community Affairs. (NJAC 5:38) 10 YRS Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000  
 SCHEDULE NUMBER: 999  
 PAGE NUMBER: 5 OF 39

RECORD SERIES NO.      RECORD TITLE AND DESCRIPTION      AGENCY      RETAIN IN      RECORDS CENTER      DISPOSITION

0100-0000	<p>WATER                      Finance and Customer Service</p> <p>Daily Meter Reading Sheet                      Form used to take daily meter readings for water. (NJAC 14:3-7.8)</p>		6 yrs		Destroy
0101-0000	<p>Customer Billing Register                      Register reflecting customer billing for water usage. (NJAC 14:3-7.8)</p>		6 yrs		Destroy
0102-0000	<p>Customer Consumption Register                      Register reflecting customer water usage. (NJAC 14:3-7.8)</p>		6 yrs		Destroy
0103-0000	<p>Cashier Receipt Stubs                      (NJAC 14:3-7.8)</p>		6 yrs		Destroy
0104-0000	<p>Customer Ledger Cards                      (NJAC 14:3-7.8)</p>		6 yrs		Destroy
0105-0000	<p>Customer Complaint File                      (NJAC 14:3-7.8)</p>		6 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M910000	999	6 OF 39

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY RECORDS CENTER

DISPOSITION

0150-0000

WATER  
Federal, State, and Local Government Reports

Permanent

Permanent

Toxic Catastrophy Prevention Act (TCPA) File  
Reports generated in compliance with the TCPA, denoting preventative measures performed.  
Reports denote: water and chemical monitoring; equipment inventory, inspection, repair, and modification; accident drills; and safety inspections. Original documents are maintained by the State Department of Environmental Protection.

0151-0000

Monitoring Report File

Permanent

Permanent

Reports generated in compliance with the New Jersey State Department of Environmental Protection regarding the monitoring of water and the chemical treatments used . File contains water and chemical treatment monitoring and safety inspections. Original documents are maintained by the State Department of Environmental Protection.

0152-0000

Safe Drinking Water Act File

Permanent

Permanent

Reports generated in compliance with the Safe Drinking Water Act monitoring water quality. File contains water and chemical analysis logs; water quality test results; and bacteria, solids, and trace metals analysis. Original documents are maintained by the State Department of Environmental Protection.

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000  
 SCHEDULE NUMBER: 999  
 PAGE NUMBER: 7 OF 39

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY RECORDS CENTER

DISPOSITION

0200-0000	<p><u>SEWERAGE</u> <u>Monitoring</u></p> <p>Discharge Monitoring Report (DMR) File                      Federal document which is used by the facility as a self monitoring report. DMRs may be issued daily, weekly, quarterly, or once per permit cycle depending upon permit requirements. (40 CFR 403)</p>	5 YRS		Destroy
0201-0000	<p>Well Groundwater Monitoring Report File                      A self monitoring report used to track groundwater quality in wells. (40 CFR 403)</p>	5 YRS		Destroy
0202-0000	<p>Sludge Quality Assurance Report (SQAR) File                      A self monitoring report used to track sludgewater quality. (40 CFR 403)</p>	5 YRS		Destroy
0203-0000	<p>Bioassay Report File                      Record of affluent toxicity and its effect upon species' growth and mortality rates. (40 CFR 403)</p>	5 YRS		Destroy
0204-0000	<p>River Inspection Report File                      Record of analysis of the surface waters for rivers and tributaries.</p>	5 YRS		Destroy
0205-0000	<p>User Charge Self-Monitoring Report File                      Record of user fees in accordance with the Sewer Connection Permit.</p>	6 YRS		Destroy
0206-0000	<p>Pretreatment Self-Monitoring Report File                      Reports prepared and submitted by industrial users, documenting the pretreatment conditions of the wastewater. (40 CFR 403)</p>	5 YRS		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000  
 SCHEDULE NUMBER: 999  
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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0207-0000

Raw Data File (Bench Books)  
 A data collection file of laboratory testing sample results for areas such as: chlorine, ph levels, toxicity, etc. which serve as the source of the discharge and self-monitoring reports. (40 CFR 403) (NJAC 7:18-4.8).

5 yrs

Destroy

0208-0000

Certificate of Annual Charges  
 Certificate reflecting charges levied by the authority for facility usage.

6 yrs

Destroy

0209-0000

Permit File  
 File pertaining to permits issued to ensure the elimination of pollution a facility might otherwise generate as a result of wastewater discharge. Includes: maps; plans; engineering drawings; permit, permit application, renewals, amendments, and comments; Bioassay/Chronic Characterization studies; Laboratory, industrial monitoring, and surveillance reports; correspondence; and supporting documentation relating to permit issuance.

Permanent

Permanent

0210-0000

Permit Fee File  
 Annual fee required for obtaining a permit that regulates a facility whose operations may involve the pretreatment and discharge of wastewater into state waterways.

6 yrs

Destroy

0211-0000

Septage Disposal Manifest  
 Record of the treatment of a residential or industrial septic tank. Copies are maintained by the local health department, the hauler, and the owner.

6 yrs

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY RECORDS CENTER

DISPOSITION

0250-0000

**SEWERAGE**  
Legal

Formal Enforcement Action File (Internal)  
File reflecting enforcement actions taken for environmental violations and the remediation procedures taken to ensure an agency's compliance with state and federal environmental regulations. Includes: Civil Actions, Administrative Consent Orders (ACO's), Penalty Assessments, and Administrative Orders.

Permanent

Permanent

0251-0000

Site-Related Notices of Violation and Communication File

File regarding permits issued to facilities. Contains: formal notices, notices of violation response to violation, correspondence, acknowledgment letters, site inspection reports regarding: ph and LEL levels, flow meter calibration, pretreatment compliance, annual site inspections, permit applicability investigation, and spill/pollution investigation.

30 yrs

Destroy

0252-0000

Litigation File - Open and Closed Cases  
Litigation file involving the authority and public/private facilities and agencies. (N.J.S.A. 2A:14-5) (Original maintained by Superior Court).

20 yrs after final settlement

Destroy

0253-0000

Federal and State loan File  
File pertaining to federal and state loans issued to facilities for site remediation.

7 yrs after final payment

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
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0254-0000

Contract File - Private Developers  
 Contracts from private developers for residential and industrial construction. Copies also maintained by the municipality.

10 yrs after completion of contract

Destroy

0255-0000

Conveyances File - Deeds, Easements, and Developments  
 Documents pertaining authority-owned land.

Permanent

Permanent

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000  
 SCHEDULE NUMBER: 999  
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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY RETAIN IN RECORDS CENTER DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0300-0000	SEWERAGE Facility  Municipal Sewage Pipeline Connection File Records diagramming sewage pipeline connections throughout a municipality. Includes: monitoring and compliance reports, copies of various plans as mandated by federal and state agencies, correspondence, sewer connection permit, and schematics and diagrams.	Permanent			Permanent
0301-0000	Facility Operational Report File Contains reports pertaining to foreman, treatment plant, connection, operating expenses, engineering, and other associated areas concerned with facility operations.	6 yrs			Destroy
0302-0000	Final Cost Estimates File - Facility Construction Projects	Permanent			Permanent
0303-0000	As-Built Plans File - Facility Construction Projects	Permanent			Permanent
0304-0000	Work Orders File (Laboratory and Industrial) Orders are prepared for water sampling and for proof of inspection. Documents serve as an audit trail for permit disputes.	6 yrs			Destroy
0305-0000	Off-Site Conditions List File (Copy) List of above and underground sites that may effect the value of surrounding residential property. Copies also kept by the municipal clerk, and the Departments of Environmental Protection and Community Affairs. (NJAC 5:38)	10 yrs			Destroy
0306-0000	Sewage Meter Report File Reports reflecting meter installation, registration, inspection, replacement, and loss.	30 yrs			Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000      SCHEDULE NUMBER: 999      PAGE NUMBER: 12 OF 39

RECORD SERIES NO.      RECORD TITLE AND DESCRIPTION      RETAIN IN AGENCY      RECORDS CENTER      DISPOSITION

0307-0000	Sewage Meter Reading File	6 YRS		Destroy
0308-0000	Pavement Replacement File	10 YRS		Destroy
0309-0000	Daily Statistics - Sewage	6 YRS		Destroy
0310-0000	Daily Statistics - Sewage Pumpage	6 YRS		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER  
M910000

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY  
RETAIN IN

RECORDS CENTER

DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0350-0000	SEWERAGE Finance and Customer Service Customer Billing Register Register reflecting customer billing. (NJAC 14:3-7.8)		6 yrs		Destroy
0351-0000	Customer Consumption Register Register reflecting customer usage. (NJAC 14:3-7.8)		6 yrs		Destroy
0352-0000	Cashier Receipt Stubs Receipt of billing/payment. (NJAC 14:3-7.8)		6 yrs		Destroy
0353-0000	Customer Ledger Cards (NJAC 14:3-7.8)		6 yrs		Destroy
0354-0000	Customer Complaint File (NJAC 14:3-7.8)		6 yrs		Destroy
0355-0000	Sewer Bill Appeal Consists of appeals presented to the Sewage Usage Charge Board of Appeals as appointed by the Council. The Board can hear and correct any error or inequity.		6 yrs after final settlement		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M910000	999	14 OF 39

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY  
RETAIN IN  
RECORDS CENTER

DISPOSITION

0400-0000	<p>ELECTRIC Monitoring</p> <p>Excess Emissions and Monitoring Performance (HEMPR) Statements and Reports File (Copy) Self monitoring air pollution control annual and quarterly reports. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:27-21.6)</p>	5 yrs from due date		Destroy
0401-0000	<p>Sludge Quality Assurance Report (SQAR) File (Copy) A self monitoring report used to track sludge water quality. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:14A-2.5)</p>	5 yrs from date of report		Destroy
0402-0000	<p>Discharge Monitoring Report (DMR) File (Copy) Document which is used by the facility as a self monitoring water pollution control report. DMRs may be issued daily, weekly, quarterly, or once per permit cycle depending upon permit requirements. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:14A-6.11)</p>	5 yrs after closure of facility		Destroy
0403-0000	<p>Permit and Certificate File - Air Pollution Control Equipment (Copy) File pertaining to permits issued to control air pollution discharge. Includes: permit, permit application, renewals, amendments, and comments; certificates; equipment operation and modification reports; and supporting documentation relating to permit issuance. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:27-21.6)</p>	5 yrs after disposal of the equipment		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.      RECORD TITLE AND DESCRIPTION      AGENCY      RETAIN IN      RECORDS CENTER      DISPOSITION

0404-0000

Permit File (Copy) - Water Pollution Control File pertaining to permits issued to ensure the control of water pollution discharge. Includes: permit, permit application, renewals, amendments, and comments and supporting documentation relating to permit issuance. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:14A-2.5)

5 yrs after closure of facility

Destroy

0405-0000

Laboratory Reports File - Water and Air Pollution Records of laboratory tests, raw data, sample results which serve as the source for all self-monitoring reports. (N.J.A.C. 7:18-4.8)

5 yrs

Destroy

0406-0000

Laboratory Classification Reports - Hazardous Waste Records of laboratory tests, raw data, sample results which serve as the source for hazardous waste classification. (40 CFR 262.40/N.J.A.C. 7:26-8.5)

3 yrs from transport

Destroy

0407-0000

Hazardous Waste Manifests (Copy) Original document maintained by hazardous waste hauler and an additional copy is kept by the Department of Environmental Protection. (40 CFR 262.40/N.J.A.C. 7:26-7.4)

3 yrs from transport

Destroy

0408-0000

Hazardous Waste Generator Report (Copy) Copy is kept by the Department of Environmental Protection. (40 CFR 262.40/N.J.A.C. 7:26-7.4)

3 yrs from due date

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000      SCHEDULE NUMBER: 999      PAGE NUMBER: 16 OF 39

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY RECORDS CENTER

DISPOSITION

0450-0000	ELECTRIC Facility	Life of the equipment	Destroy
0451-0000	Equipment File File containing inspection, maintenance, confirmation, and repair records for equipment used for pollution and discharge detection, monitoring, prevention, and safety. Copy maintained by the Department of Environmental Protection. (N.J.A.C. 7:1E-2.15)	3 yrs after completion of permanent closure or removal	Destroy
0452-0000	Storage Tank File File containing inspection, maintenance, and repair records for equipment used for pollution and discharge detection, monitoring, prevention, and safety. Copy maintained by the Department of Environmental Protection. (40 CFR 280.74)	3 yrs	
0453-0000	Facility Inspection File File containing inspection and maintenance reports of the facility. Copy maintained by the Department of Environmental Protection. (N.J.A.C. 7:26-9.4f6)	10 yrs	Destroy
	Off-Site Conditions List File (Copy) List of above and underground sites that may effect the value of surrounding residential property. Copies also kept by the municipal clerk, and the Departments of Environmental Protection and Community Affairs. (NJAC 5:38)		

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER  
M91 0000

SCHEDULE NUMBER  
999

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN  
AGENCY

RECORDS CENTER

DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0454-0000	Electric Peak Load and Time Report (Copy) Report of the cost, quantity, and time of electric consumption. Original maintained by the Department of Environmental Protection.	6 yrs		Destroy
0455-0000	Monthly Report of Cost and Quality of Fuels for Electric Plants (Copy) Report listing fuel contractor, fuel type, purchase price, and quantity received and used. Original maintained by the Federal Department of Energy.	6 yrs		Destroy
0456-0000	Monthly Power Plant Report (Copy) Report of monthly fuel generated, consumed, and supply remaining. Original maintained by the Federal Department of Energy.	6 yrs		Destroy
0457-0000	Electric Distribution Reports File Reports that pertain to the distribution of electrical power throughout the region.			
0457-0001	Electric Distribution Reports File - Jointly-Owned Street Lights and Poles Annual reports of jointly-owned poles/street lights between electric companies and municipal government.	30 yrs		Destroy
0457-0002	Electric Distribution Reports File - Voltage Annual reports of electrical voltage cables, switches, and cutouts.	30 yrs		Destroy
0457-0003	Electric Distribution Reports File - Customer Lighting Annual reports of customer ornamental and traditional lighting and the associated maintenance, charges, and rate structure.	30 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000  
 SCHEDULE NUMBER: 999  
 PAGE NUMBER: 18 OF 39

RECORD SERIES NO.      RECORD TITLE AND DESCRIPTION      AGENCY      RETAIN IN      RECORDS CENTER      DISPOSITION

0457-0004	Electric Distribution Reports File - Utility Poles Annual reports of poles setting and removal, main and guy poles, recreation poles, service poles, and pole-tops.	30 yrs		Destroy
0457-0005	Electric Distribution Reports File - Street Lights Annual reports of street lights setting and removal, ornamental street lights, standards, and rates.	30 yrs		Destroy
0457-0006	Electric Distribution Reports File - Non-Revenue Lighting Annual reports of mandatory lighting throughout the region.	30 yrs		Destroy
0457-0007	Electric Distribution Reports File - Electrical Transformers Annual reports of electrical transformers set and removed, maintenance, activity, manufacturer, and transformer type code.	30 yrs		Destroy
0457-0008	Electric Distribution Reports File - Electrical Wires Annual reports of electrical wiring removal and installation throughout the region.	30 yrs		Destroy
0457-0009	Electric Distribution Reports File - Electrical Meters Daily status reports of electrical meters throughout the region.	6 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
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0457-0010	Electric Distribution Reports File - Ornamental and Underground Connection Charges Annual reports of ornamental and underground electrical connection sites and the associated charges.	30 yrs			Destroy
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0457-0011	Electric Distribution Reports File - Service Locations Annual reports of the various electrical service locations.	30 yrs			Destroy
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0457-0012	Electric Distribution Reports File - List of Assigned Street Names	30 yrs			Destroy
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# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000 SCHEDULE NUMBER 999 PAGE NUMBER 20 OF 39

RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY RETAIN IN RECORDS CENTER DISPOSITION

0500-0000	ELECTRIC Finance and Customer Service Daily Meter Reading Sheet Form used to take electrical meter readings. (NJAC 14:3-7.8)	6 yrs		Destroy
0501-0000	Customer Billing Register Register reflecting customer billing for electric usage. (NJAC 14:3-7.8)	6 yrs		Destroy
0502-0000	Customer Consumption Register Register reflecting customer electric usage. (NJAC 14:3-7.8)	6 yrs		Destroy
0503-0000	Cashier Receipt Stubs (NJAC 14:3-7.8)	6 yrs		Destroy
0504-0000	Customer Ledger Cards (NJAC 14:3-7.8)	6 yrs		Destroy
0505-0000	Customer Complaint File (NJAC 14:3-7.8)	6 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000  
 SCHEDULE NUMBER: 999  
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RECORD SERIES NO.      RECORD TITLE AND DESCRIPTION      AGENCY      RETAIN IN      RECORDS CENTER      DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0550-0000	<u>PARKING</u> Motor Vehicle Accident Records		6 yrs after settlement		Destroy
0551-0000	Parking Claim Check Stubs		1 YR		Destroy
0552-0000	Parking Daily Log Sheets Log lists names of drivers, license plate number, etc. for non-paying vehicles.		1 YR		Destroy
0553-0000	Parking Daily Report Forms Lists breakdown of daily income.		1 YR		Destroy
0554-0000	Parking Permits		3 YRS		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000      SCHEDULE NUMBER: 999      PAGE NUMBER: 22 OF 39

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY RETAIN IN RECORDS CENTER

DISPOSITION

0600-0000	SOLID WASTE Garbage and Trash Removal	5 yrs after last entry	Destroy
0601-0000	Radio Dispatcher Log	6 yrs	Destroy
0602-0000	New Jersey Solid Waste Report (Department of Environmental Protection applications and reports).	6 yrs	Destroy
0603-0000	Daily Tonnage Slips	6 yrs	Destroy
0604-0000	Daily Work Sheets (Daily Assignments)	6 yrs	Destroy
0605-0000	Seniority List	As updated	Destroy
0606-0000	Workman's Compensation Reports	6 yrs after termination of employment	Destroy
0607-0000	Pick Up Records	6 yrs	Destroy
0608-0000	Special Pick Up	6 yrs	Destroy
0609-0000	Inspector's Reports	6 yrs unless in litigation	Destroy
0610-0000	Truck Specifications	Until disposition of vehicle	Destroy
0610-0001	Snow Removal Records	As updated	Destroy
0610-0002	Snow Removal Records - Plow Routes	6 yrs	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER: M910000  
 SCHEDULE NUMBER: 999  
 PAGE NUMBER: 23 OF 39

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0611-0000	Motor Vehicle Registrations		3 yrs after expiration		Destroy
0612-0000	Employee Uniform, Shoe Rain Gear, and Glove Records		5 yrs		Destroy
0613-0000	Employee Driver License (Expiration Dates Recorded)		3 yrs after expiration		Destroy
0614-0000	Improvement Authority Dumping Coupon		6 yrs		Destroy
0615-0000	Weather Reports		1 yr		Destroy
0615-0000	Hazardous Materials Files - Transport and Storage		40 yrs		Destroy
0617-0000	Resource Recovery Study Used as a basis for the establishment of a Resource Recovery facility.		Permanent		Permanent
0618-0000	Solid Waste Facility Files Includes inspection reports, construction specifications, Engineering Plans/Drawings.		30 yrs after facility is closed.		Destroy
0619-0000	Solid Waste Management Plan Plans are effective for ten years.		15 yrs		Destroy
0620-0000	Hauler Files				
0620-0001	Hauler Files - Daily Hauler Waste Tickets		6 yrs		Destroy
0620-0002	Hauler Files - Monthly Hauler Account Statement		6 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

COUNTY IMPROVEMENT  
Marketing  
0650-0000 Contracts - Equipment Lease Program  
0651-0000 News Clippings  
0652-0000 Press Releases

6 yrs after termination  
Periodic review  
Permanent

Destroy  
Destroy  
Permanent

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
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0700-0000

COUNTY IMPROVEMENT  
Engineering

Project Files  
Contain: Bid Specifications, Contracts,  
correspondence, resolutions, permits and  
agreements concerning all Authority approved  
building projects and facilities.

Permanent

Permanent

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

0750-0000	<p>COUNTY IMPROVEMENT Enforcement</p> <p>Administrative Subject Files</p>	3 yrs		Destroy
0751-0000	<p>Enforcement Case Files</p> <p>Includes: Investigation Report, photos, videos, statements, etc. Investigations are made when a hauler is in violation of franchise laws.</p>	30 yrs after case is closed		Destroy
0752-0000	<p>Incident Case Files</p> <p>Includes: Incident Report, and related documentation. Reports are made for minor infractions and when no further action is necessary.</p>	6 yrs		Destroy
0753-0000	<p>Tonnage Reports</p> <p>Consists of listings of each hauler and tonnage amounts as reported by the transfer station in regard to solid waste and recycling.</p>	6 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RETAIN IN AGENCY RECORDS CENTER

DISPOSITION

0800-0000

**COUNTY IMPROVEMENT  
PLANNING**

Permit Application Files (Resource Recovery Plant)  
Consists of: Permit Application, backup Files concerning Department of Environmental Protection requirements, studies, correspondence, information from other facilities, plans, plan amendments, reference information, legislation, plan submissions and applicable rules and regulations. Also includes bound permit applications.

30 yrs after closure of facility

Archival review

0801-0000

**PLANNING ADMINISTRATIVE FILES**

Consists of: plan submissions, aerial photographs, correspondence studies and feasibility reports, copies of minutes, Interim Reports, Environmental Statements, copies of contracts, copies of bids, legislation, applicable rules and regulations, permits and applications, copies of vouchers, land appraisals, plans, plan amendments, agreements, site plans, etc. concerning various facilities applying for a permit to operate.

30 yrs after closure of facility

Archival review

0802-0000

**RECYCLING ADMINISTRATIVE FILES**

Includes: correspondence, reference material, studies and related background information concerning the county recycling program.

Permanent

Permanent

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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0850-0000	<p>COUNTY IMPROVEMENT <u>Operations</u></p> <p>Administrative Subject Files May include: correspondence, copies of budget workpapers, copies of bids, copies of contracts, reference material etc. concerning haulers, sludge processing, recycling and waste processing.</p>	3 yrs			Destroy
0851-0000	<p>Tonnage Reports</p>	6 yrs			Destroy
0852-0000	<p>Transfer Station Files Includes: contracts, studies, leases, permit, equipment specifications and correspondence.</p>	6 yrs after termination of contract/ expiration of permit and or lease			Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY RETAIN IN RECORDS CENTER DISPOSITION

0900-0000	<p><b>HOUSING</b>  <u>Director's Office</u></p> <p>Project Files                  Consists of financial records, copies of plans and correspondence.</p>	10 yrs after completion of construction		Archival review
0901-0000	Blueprints and Maps	10 yrs after completion of construction		Archival review
0902-0000	Federal Grants Agreements and Supporting Documentation, Financial Records and Statistical Records	6 yrs after termination of agreement provided all litigation, claims or audit findings are resolved and all non-expendable property has been disposed		Destroy
0902-0001	Agreements	6 yrs after submission of final expenditure report or annual financial status report, provided all litigation claims, or audit findings are resolved and all non-expendable property has been disposed		Destroy
0902-0002	Supporting Documentation, Financial Records and Statistical Report	6 yrs after submission of final expenditure report or annual financial status report, provided all litigation claims, or audit findings are resolved and all non-expendable property has been disposed		Destroy



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RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
1000-0000	HOUSING <u>Neighborhood Development</u> Project Files and Correspondence Consists of financial records, plans and correspondence.	10 yrs after completion of construction		Archival review
1001-0000	Affordable Housing Agreement Files Consist of: Application, income verification correspondence, deed (copy) etc.			Destroy
1000-0001	Affordable Housing Agreement Files - Approved	30 yrs		Destroy
1000-0002	Affordable Housing Agreement Files - Denied/ Withdrawn	2 yrs		Destroy
1000-0003	List of Approved and Denied Applicants	6 yrs		Destroy

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DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
1050-0000	HOUSING Neighborhood Planning Environmental Assessment Files	Permanent		Permanent
1051-0000	Housing Project Files Consists of financial records, plans and correspondence.	10 yrs after completion of construction		Archival review
1052-0000	General Planning Project Files Consists of financial records, plans and correspondence.	10 yrs after completion of construction		Archival review
1053-0000	Green Acres Project Files Consists of financial records, plans and correspondence.	Permanent		Permanent
1054-0000	Urban Renewal Files Consists of financial records, plans and correspondence.	10 yrs after completion of construction		Archival review
1055-0000	Flood Control Files Consists of plans and correspondence regarding flood control projects.	Permanent		Permanent
1056-0000	Rent Stabilization Files	7 yrs		Destroy
1057-0000	Recreation Recovery Action Plan Consists of a study which is used as a basis for the creation of a recreational area that was formerly blighted.	Permanent		Permanent

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DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
1100-0000	HOUSING Property Improvement Financial, Construction and Loan Data for Each Property Assisted by Property Improvement Program	10 yrs after completion of construction/or repayment of loan whichever is later		Archival review
1101-0000	Estimator's Records	10 yrs		Destroy
1102-0000	Delinquent Accounts	6 yrs after final payment		Destroy
1103-0000	Program Accounts	6 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN	RECORDS CENTER	DISPOSITION
1150-0000	HOUSING <u>Property Management</u> Sold Properties and Indices	10 yrs unless in litigation		Destroy
1151-0000	Redeemed Properties	10 yrs unless in litigation		Destroy
1152-0000	Inspection Files	10 yrs unless in litigation		Destroy
1153-0000	Relocation Files	7 yrs after settlement		Destroy
1154-0000	Owned Properties and Indices	Permanent		Permanent
1155-0000	Bonds	7 yrs after maturity or cancellation		Destroy
1156-0000	Title Foreclosures	Permanent		Permanent

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
1200-0000	HOUSING Property Maintenance Work Orders		6 YRS		Destroy
1201-0000	Housing Plans		Permanent		Permanent
1202-0000	Utility Bills		6 YRS		Destroy
1203-0000	Quarterly Reports		3 YRS		Destroy
1204-0000	Owned Properties and Lots		10 yrs after disposal of property		Destroy
1205-0000	Seniority List		As updated		Destroy
1206-0000	Police Reports		3 YRS		Destroy
1207-0000	Gas Usage Reports		2 YRS		Destroy
1208-0000	Solid Waste Transport Records		6 YRS		Destroy

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RETAI N I N  
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAI N I N	RECORDS CENTER	DISPOSITION
1250-0000	HOUSING Community Affairs Relocation Hearings		7 yrs after settlement		Destroy
1251-0000	Condemnation Hearings		Permanent		Permanent
1252-0000	Demolition Files		Permanent		Permanent
1253-0000	Project Case Files Consists of financial records, plans and correspondence.		10 yrs after completion of construction		Archival review
1254-0000	Inspection Reports		7 yrs unless in litigation		Destroy
1255-0000	Rental Assistance Certification/Recreation of Tenance Eligibility		6 yrs unless in litigation		Destroy

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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION AGENCY RETAIN IN RECORDS CENTER DISPOSITION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
1300-0000	GENERAL <u>Executive</u> Agendas		Permanent		Permanent
1300-0001	Agendas (Original)		Periodic review		Destroy
1300-0002	Agendas (Copies)		Permanent		Permanent
1301-0000	Annual Reports		Permanent		Permanent
1302-0000	By-Laws		As updated		Destroy
1303-0000	Mailing Lists				
1304-0000	Minutes, Resolutions and Associated Documentation		Permanent		Permanent
1304-0001	Minutes, Resolutions and Associated Documentation (Original)		Periodic review		destroy
1304-0002	Minutes, Resolutions and Associated Documentation (Copies)				

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
1350-0000	<u>GENERAL Administration</u> Administrative Subject Files - Correspondence		3 yrs		Destroy
1351-0000	Contracts - General		6 yrs after termination		Destroy
1352-0000	Insurance Policies		6 yrs after expiration		Destroy
1353-0000	Payroll Registers		Permanent		Permanent
1353-0001	Payroll Registers (Master)		3 yrs		Destroy
1353-0002	Payroll Registers (Copies)		6 yrs after termination of employment		Destroy
1354-0000	Personnel Files				
1355-0000	Purchase Orders		6 yrs		Destroy
1356-0000	Timesheets		6 yrs		Destroy
1357-0000	Withholding Tax Statements W-2, W-4		7 yrs		Destroy
1358-0000	Worker and Community Right-To-Know Surveys		30 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
1400-0000	GENERAL Finance Audit Reports	Permanent		Permanent
1401-0000	Bank Records Includes: bank statements, cancelled checks, deposit slips, etc.	6 yrs		Destroy
1402-0000	Bond Issuance Booklets	7 yrs after final maturity/ cancellation		Destroy
1403-0000	Budget Workpapers	6 yrs		Destroy
1404-0000	Contract Agreements	6 yrs after termination		Destroy
1404-0001	Contract Agreements - General Services	6 yrs after termination		Destroy
1404-0002	Contract Agreements - Construction (Copies) Originals maintained by Engineering	10 yrs after termination		Destroy
1405-0000	Invoices	6 yrs		Destroy
1406-0000	Purchase Orders			
1406-0001	Purchase Orders (Original)	6 yrs		Destroy
1406-0002	Purchase Orders (Copies)	3 yrs		Destroy
1407-0000	Requisitions	6 yrs		Destroy
1408-0000	Vouchers			
1408-0001	Vouchers (Original)	6 yrs		Destroy
1408-0002	Vouchers (Copies)	3 yrs		Destroy